

This privacy notice explains how Wyvern Partnership will use any personal information which may be collected about you, where it will be stored and for how long. Any personal data we do collect will only be used as permitted by law and for the reason the data was provided to us.

Data Storage and Security Measures

Our data is only stored in the UK and EU and we protect all personal information by use of encrypted email and a secured network accessed by passwords. We never use wireless networks and all equipment is protected with firewalls and virus protection.

What data do we collect?

We do not collect any personal information from you when you visit our website unless you choose to contact us. We do not place cookies on your computer or device, nor do we use any other means of data collection.

How do we use it?

If you send us an email, we may collect your name and your email address, and any other information you choose to give us and we shall process and store your information for no longer than is necessary but in any event only for the reason(s) for which it was first collected. We will use these details to reply to your email and may, in certain circumstances pass your details on to third parties who may be able to assist but **only** with your express permission.

Where a third party is involved we will have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your information and that they will only act in accordance with our written instructions. Where this third party engagement is necessary, any personal information will be forwarded using the appropriate security measures.

We never use personal information for marketing purposes, nor do we process any personal information by automated means.

How long do we keep your information?

Any personal information which we hold will be deleted after the matter on which you contacted us has been resolved **or** if at any time you withdraw your consent to us using your personal information and request that we delete it.

How Can You Access Your Data?

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email or write to us using the contact details below.

What Does This Policy Cover?

This Policy applies only to your use of our website. Our website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

Changes to Our Privacy Policy

We keep our privacy policy under regular review and we will issue this upon request. This privacy policy was last updated May 2018.

How to contact us

Please contact us if you any questions about our privacy policy or information we hold about you at DPCM@wyvernpartnership.co.uk.

Or write to us:

Data Protection Compliance Manager
Wyvern Partnership
10 Long Street
Devizes
Wiltshire
SN10 1NL

What can you do if you are unhappy with how your personal information is processed?

You also have the right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 (local rate)